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FINANCE DIVISION OPERATING PROCEDURE [REDACTED]

3 March 1954

SUBJECT: Subject Filing, Finance Division Registry

Finance Division Registry

I. GENERAL

A. Effective 1 January 1954, Finance Division Registry will establish and maintain a Subject File in lieu of the Individual Personnel Folders now maintained. This file will incorporate the type of material which can be transferred periodically to the Records Center. A separate Subject File will be maintained for the material of continuing value to the Finance Division.

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B. The Subject File for records of a temporary value shall be arranged to conform with the proposed Agency Regulation No. [REDACTED]

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C. Filing Supplies established as standard by Agency Notice No. [REDACTED] dated 12 October 1953, will be used.

D. The file shall be maintained for a definite period of one year. At the end of this period, the existing Subject File will be closed and new folders prepared. This will facilitate retirement transfer and disposition of this material at a later date.

II. SOURCE OF DATA

The Subject File shall consist of dispatches, memoranda, reports, authorizations, other official papers, and appropriate subject cross reference forms originating within all components of the Agency.

III. OPERATIONAL PROCEDURE FOR SUBJECT FILE OF TEMPORARY VALUE

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A. The file classification plan to be adopted for Agency use, as outlined in the proposed Regulation [REDACTED] sets forth main designations under which records are classified and filed. The main designations are identifying works used as subject matter categories. Primary subject categories shall be listed in alphabetical order with related subjects grouped as subdivisions of the primary subject. Additions to the list of subdivisions cited in the proposed regulation will be made when the need arises.

B. Write the file designation in the upper right corner of the file document. If a document has one or more additional subjects by which it is likely to be requested, select the appropriate file designation(s) and write it (them) beneath the principal file designation already shown. In such instances, an X should

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be placed at the left of the designation to indicate that a cross reference is required as follows:

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- C. A cross reference will be used when more than one subject is involved and when reference to related material is required.
- D. Finance Division Registry will maintain a control of all material withdrawn from the files in order to prevent any loss and misplacement and to keep informed at all times of the location of records. This control will be accomplished through a charge-out system. Individuals to whom records have been charged will be held responsible for their custody and prompt return after the records have served their purpose.

All requests for material will be made to a "LOCATE CLERK" assigned to Registry. All transactions relative to requests for material, picking up material and returning same, will be at the desk of the "Locate Clerk". Requests will be sufficiently clear for the "Locate Clerk" to determine place of filing. The "Locate Clerk" will remove individual records from the subject file and deliver to individual requesting the material. Each time a record is removed from this file, a charge-out card will be filled out and placed in the folder in the exact position from which the material was removed. When the charge record is returned to the files, the charge-out will be removed and cancelled. All material will be pulled and filed by Registry.

- E. Supplies to be used:
 - (1) Guides, pressboard, angular metal tab, 1/3 cut with looser projection, letter size, with standard guide inserts.
 - (2) Folders, letter size, kraft, square cut, plain tab, reinforced, 11 point.
- F. Duplicate copies of vouchers, requests for advances, and accountings for advances, the originals of which are filed in the Accounts Branch will not be forwarded to Registry for filing by Payroll and Travel, and Operations and Liaison Branches.
- G. Eighteen months after the close of the Subject File, Registry will prepare the required number of copies of Records Retirement Requests and applicable inventory, place obsolete files in storage cartons and transfer material to the Records Center.

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IV. PROCESSING OF MATERIAL RECEIVED IN FINANCE DIVISION REGISTRY

- A. Dispatches, memoranda, reports, cables and other official papers (with the exception of correspondence destined outside CIA) will be time stamped at the time they are received in the Finance Division Registry.
- B. Incoming material will be entered on the daily logs, and with the exception of Priority Cables and Agent Contracts, will be delivered to the appropriate Branches on three daily scheduled runs at 0900 hours, 1130 hours, and 1530 hours.
- C. Priority Cables will be delivered to the appropriate Branch as soon as practicable after processing in Registry Unit.
- D. Agent Contracts will be delivered, separate from other material, to the appropriate Branch once a day at 1600 hours.
- E. Outgoing material will be entered on the daily logs and will be made available to the Agency Courier Service in accordance with their established schedules.

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Chief, Finance Division